

## **INSTRUCTIONS FOR FORM 360ETV Employment Training Voucher—ETV Referral**

**PURPOSE:** The purpose of the Education Training Voucher—ETV Referral is to ensure that eligible youth are connected with Workforce Investment Act—WIA services, and to provide verification of eligibility for ETV.

Note: Please encourage youth to register online with the Department of Workforce Services before their ETV eligibility appointment.

**PREPARATION:** Form 360ETV will be used to refer ETV eligible youth from Division of Child and Family Services—DCFS to the WIA system.

**DCFS:** Youth Information Section

- ◇ Indicate category of youth eligibility by checking the appropriate box:
  - ☐ Individual in foster care who has not yet attained 21 years of age, or
  - ☐ Individual no longer in foster care, but who received 12 months of Transition to Adult Living services after the age of 14 while in foster care, and the court terminated reunification, or
  - ☐ Individual adopted from foster care after reaching 16 years of age and who has not yet attained 21 years of age, or
  - ☐ Individual who exited foster care at age 18, but has not yet reached 21 years of age.
- ◇ Enter date of referral
- ◇ Enter youth's full name
- ◇ Enter youth's HLCI (PID) number
- ◇ Enter youth's complete address
- ◇ Enter phone number
- ◇ Enter alternate phone number

Referral Information Section

- ◇ Use the ETV Contact List at the bottom of these instructions to identify the appropriate WIA Youth Provider Contact
  - ☐ This may be the contact person in the community where the youth currently resides, or in the community where the youth intends to reside while attending school
  - ☐ The location for the WIA eligibility appointment should be scheduled for the convenience of the youth
- ◇ Call the contact person to schedule an appointment for the youth
- ◇ Enter the DWS Employment Center where the WIA eligibility appointment is scheduled
- ◇ Enter the address
- ◇ Enter the name of the person with whom the appointment is scheduled
- ◇ Enter the phone number
- ◇ Enter the appointment day, date, and time

Verification Information Section

If a youth is already being served by the WIA youth program, ignore the instructions in this section and move to Comments section,

- ◇ Assist the youth as much as possible with collecting and copying required verifications for the WIA eligibility appointment (original documents are preferred, but copies of verification documents are sufficient)
- ◇ Check the boxes next to the verification documents the youth will need to take to the WIA eligibility appointment
  - ❑ Birth Certificate
  - ❑ Verification of identity
  - ❑ Verification of school admission application
  - ❑ Verification of application/approval of financial aid
  - ❑ Verification of income in the past six months. (This verification is required for youth who are no longer in state sponsored foster care. Youth who are currently in foster care are categorically income eligible for WIA services, and will not need verification of income.)

#### Comments Section

- ◇ Enter comments
  - ❑ If youth will not have required verifications for the eligibility appointment, note the documents that will be missing and actions taken to get them (only for youth who are not already being served by WIA youth)
  - ❑ Provide any other important details
- ◇ Check the WIA Approved Educational Providers list located at <http://jobs.utah.gov/services/wiaapproved.pdf> for the list of approved providers
  - ❑ Make every effort to assist the youth with selecting an educational institution from the list
  - ❑ If a youth plans to attend an out-of-state school, or a school not on the list, please state you agree with the customer's choice
- ◇ Print your name, enter your e-mail address, sign the form, enter your phone number and the date
- ◇ Fax or scan and e-mail a copy of the form to the worker with whom the appointment is scheduled, to Jennifer Larson, DCFS, and to the appropriate ETV Navigator
- ◇ Youth should take the original referral to the eligibility appointment

- DWS/WIA:**
- ◇ Complete the WIA eligibility appointment as scheduled
  - ◇ Use UWORKS to calculate ETV eligibility, unmet need, and service priority
  - ◇ ETV youth move into WIA service regardless of other service priority points

#### State Contacts:

Jennifer Larson, DCFS, Phone: 801 707-9734 [jblarson@utah.gov](mailto:jblarson@utah.gov)  
 Kimber Burks, DWS, Phone: (801) 814-1222 [kburks@utah.gov](mailto:kburks@utah.gov)

#### ETV Navigator:

Kayce Coker-801 834-3956 [kcoker@utah.gov](mailto:kcoker@utah.gov)

DWS Contact	DWS Economic Service Areas	Counties	DCFS Divisions	DCFS Contact	ETV Navigator
Whitney Roberts 435 792-0534 <a href="mailto:WhitneyRoberts@utah.gov">WhitneyRoberts@utah.gov</a>	Bear River	Box Elder	Northern	Crystal Vail 801 395-5956 <a href="mailto:cvail@utah.gov">cvail@utah.gov</a>	Kayce Coker 801 834-3956 <a href="mailto:kcoker@utah.gov">kcoker@utah.gov</a>
		Cache			
		Rich			
Lesnie Foster 801 529-4751 <a href="mailto:lfoster@utah.gov">lfoster@utah.gov</a>	Wasatch Front North	Weber			
		Davis			
		Morgan			
Julia Story 801 946-6203 <a href="mailto:jstory@utah.gov">jstory@utah.gov</a>	Wasatch Front South	Salt Lake Tooele	Salt Lake Valley	Deena Ott 801 755-7667 <a href="mailto:dott@utah.gov">dott@utah.gov</a>  Amy Relf Cell: 801 706-6714 <a href="mailto:arelf@utah.gov">arelf@utah.gov</a>  Trena Adams Office: 801-662-9179 <a href="mailto:tmadams@utah.gov">tmadams@utah.gov</a>  Troy Randall Office: 801 662-8940 <a href="mailto:tdrandal@utah.gov">tdrandal@utah.gov</a>  Jason Heideman Office: 801 488-2642 <a href="mailto:jheidema@utah.gov">jheidema@utah.gov</a>  Danette Larson Office: 435 224-2705 <a href="mailto:dllarsen@utah.gov">dllarsen@utah.gov</a>	
Zenaida Martinez 801 616-2553 <a href="mailto:zmartinez@utah.gov">zmartinez@utah.gov</a>	Mountainland	Summit	Western	Michael Blakey 801 372-2885 <a href="mailto:mblakey@utah.gov">mblakey@utah.gov</a>  Callie Gallacher 801 368-3216 <a href="mailto:cgallach@utah.gov">cgallach@utah.gov</a>	
		Wasatch			
		Utah			
		Juab			
Brandon Street 435 893-0019 <a href="mailto:bstreet@utah.gov">bstreet@utah.gov</a>	Central Utah	Millard	Southwest	Mike Beacco 435 652-2960 <a href="mailto:MBEACCO@utah.gov">MBEACCO@utah.gov</a>	
		Sanpete			
		Sevier			
		Piute			
		Wayne			
	Southwest	Beaver			
		Iron			
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		Uintah			
		Daggett			
	Castle Country	Emery			
		Carbon			
		Southeast		San Juan	
	Grand				